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15 December 1952

MEMORANDUM

TO: [REDACTED]

FROM: [REDACTED]

Attached is the draft of a memorandum which covers a problem and the solution as we see it, which we feel should be presented to Mr. Wolf. Its scope is agency wide and should be dealt with as an agency problem.

Our suggested remedy is comparable to that which the armed services have been using for at least a decade. Although we are satisfied that the benefits which we have enumerated merit the employment of the new system we feel that as it begins to operate and becomes known to the agency even more uses will be made of it.

It is the type of problem which grows on inattention, for as the agency grows and record keeping becomes more complex, more short range and less effective methods will be adopted. Then the correction becomes much more difficult and perhaps impossible.

Distribution:

- 1 - Mr. [REDACTED]
- 2 - Mr. [REDACTED]

15 December 1952

MEMORANDUMPERSONNEL IDENTIFICATION NUMBER

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I. NEED

As more of the agency's records are maintained on tabulating cards, the need for a uniform number identification of employees has increased.

At present, there are four systems in operation in Machine Records files. The Personnel files use a chronological numbering system while an alphabetic sequence system is used for pay roll files, further the unvouchered personnel records are numbered without regard to the numbers assigned to vouchered personnel records. This requires maintenance of separate registers and related files for assignment of numbers, causing an overlap and duplication of numbers which prevents cross-reference between files for purposes of detecting duplication of records or transfer of information. The same duplication of effort exists in the vouchered and unvouchered pay roll files making a total of four separate registers maintained for the common purpose of identifying an employee of this agency. Accounts Branch, Finance Division, is considering the transfer of the record of advances to employees from a manual ledger to punched cards. This too, will require a numeric identification of employees. Since advances are made to employees on

both vouchered and unvouchered rolls, neither the employee's personnel or pay roll number can be used. The alternatives are to add another system to the hodge-podge now existing or devise a system that can be applied to all files. A system of uniform personnel identification would be in keeping with the agency policy that effected the establishment of a uniform organization code number and further the mission to more accurate accounting for men, money, and materials.

II. PLAN

It is proposed that the Personnel Office assign a number to every employee at the time of entrance on duty, and that that number be placed beside the employee's name on all personnel documents and pay roll records. This number will remain with the employee during the entire term of employment regardless of transfers between covert and overt operations and will continue as a file number for former employees considered reemployable or on reserve for recall in an emergency.

The initial assignment of numbers to employees now on duty will be accomplished by using the numbers employed in personnel files with a slight modification. The number will be expanded to a six digit number. Numbers now assigned to vouchered files run in series from

ATINTEL [REDACTED] These numbers would remain the same except for a zero added to the left. Future assignments of this series would be made at the EOD desk in North Bldg. as persons entered on duty at that point. This series would continue to 100000. Unvouchered numbers now start [REDACTED] and extend to approximately

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██████████ A digit '1' would be added to the left of these numbers.

The assignment of these numbers would be made by the EOD desk in "I" Bldg. as persons entered on duty. These could be extended to 200000. Beyond this, numbers would be assigned in blocks of 100000 to each EOD desk as the need arose.

As stated before, in case of transfer between covert and overt operations the serial number would be retained. In as much as the original date of entry on duty in the agency is carried on such transfers there would seem to be no added security hazard in carry over of serial number.

III. BENEFITS

The benefits of this system will be twofold. First, it will substantially increase the efficiency and accuracy of files and records it is initially applied to. The personnel statistics suffer from the difficulty in relating information from vouchered and unvouchered history files that pertain to the same person. There is no mechanical method for detecting a duplication between active vouchered and unvouchered files. Under such a situation receipt of notice of transfer to vouchered rolls well in advance of notice of release from unvouchered rolls permits an active card to stand in both files and inflates the agency strength report.

The qualifications survey must depend on status file for location and current agency status of employees. When an employee transfers between rolls his serial number is changed and the key to his qualification file is lost. A single number identification would keep the qualifications card active regardless of the transfer. The

locator file from which the various agency directories are derived also depends on the status file for office assignment of employees. At present the two files must be matched by name which is a tedious and inefficient process.

The numbers in use for pay roll are assigned when the file is in alphabetical order. Numbers are not assigned in sequence, rather there is space left between numbers to allow for future assignments. In order to assign numbers to new employees an up-to-date register of names and numbers must be maintained. The main need for an alphabetic arrangement of files is that documents carry only name identification. If all personnel documents contained a serial number, reference could be made by number and the files could be kept in serial number order eliminating the need for alphabetic sequence number and relieving the payrolls of roster maintenance.

IV. DETAILS

The present numbering systems are used only by Machine Records and any change made will affect only Machine Records and the office or division immediately concerned with the file.

Vouchered personnel status, qualification and history files will be affected only in that the present five digit number must have a zero added to the left. Unvouchered status and history files must have a digit '1' added to the present number. At present there is no qualifications file for unvouchered rolls.

The payrolls would have to reassign numbers to all employee files using the rosters provided by personnel office. This would have to be done only once, at the beginning; while under the present system at times all numbers in a sequence are used and the numbers must be

reassigned to permit addition of new names. The assignment of a new series of numbers to these files is no small task and should not be attempted until the system has been installed and thoroughly tested in personnel files.

There is no conversion problem for Advance Accounts records since the punch card system is not yet in operation. Once in operation as proposed an employee receiving or accounting for an advance would be identified by both name and number. Punched cards will contain only the number.

V. SECURITY

Central numbering presents security hazards for personnel in covert operations. The system must provide for machinery to change numbers where number or name and number have been exposed. It also must determine in what areas rosters are needed and that the distribution of rosters be held to a minimum.

VI. WORKING COMMITTEE

Recognizing that the system proposed will affect the entire agency it is requested that the offices most concerned be represented on a committee to consider it. It is suggested that the committee be composed of representatives from the Office of the Deputy Director for Plans, Inspection and Security Office, Audit Office, Finance Office, Personnel Office, and General Services.